



**PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2022-002  
PLANNING DEVELOPMENT AND TRANSPORTATION  
DEPARTMENT  
CONSTRUCTION MANAGER**

---

<b>Position Title:</b>	Construction Manager	<b>Pay Level:</b>	D.O.E.
<b>Position Open Date:</b>	11/03/2022 – Until Filled	<b>Department:</b>	Planning & Development
<b>Position Status:</b>	Regular Full-Time	<b>Classification:</b>	Exempt
<b>Supervisor:</b>	Planning Director	<b>Location:</b>	Planning

---

**POSITION SUMMARY:**

Responsible for managing and coordinating engineering design review, inspection, and construction management for infrastructure systems and projects.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

**QUALIFICATIONS:**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION & EXPERIENCE:**

High School Diploma or General Equivalency Diploma (GED); and at least ten (10) years of experience overseeing construction and infrastructure projects.

**REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:**

New Mexico Driver's License

Background Investigation

TTCP Certifications – Traffic Control Supervisor, Nuclear Densometer Training & Radiological Safety Certification, HMA/Concrete Training, Soils & Aggregate Training, Inertial Profile Inspector Training, Storm Water Qualified Person & Seeding Certification

B2GNow and LCP Tracker

### **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strength and mobility to work in a typical road maintenance setting; including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing and working in rough terrain and heights; strength to lift and maneuver materials and equipment weighing up to one-hundred (100) pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over radio or telephone.

Work is subject to performance under adverse environmental conditions, intense noise and traffic.

### **ESSENTIAL FUNCTIONS:**

- Reviews engineering designs and monitors project budgets
- Performs construction management in the field and inspection of infrastructure improvement projects
- Oversees contractors work to ensure infrastructure projects are constructed per engineering designs
- Performs materials testing
- Checks job sites for potential hazards; ensures that appropriate traffic control and warning devices are properly placed and safety equipment is worn
- Secures equipment upon completion of the work
- Maintains basic logs and records of work performed
- Practices safe work methods and uses safety equipment
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and public

### **REQUIRED KNOWLEDGE AND SKILLS:**

- Specific knowledge and skills in municipal engineering, transportation and utilities construction, surveying, engineering/construction specifications, standards, methods, and procedures
- General knowledge of Federal regulations governing NEPA permitting
- Use of technology, equipment and software typically used in the office environment
- Operating a personal computer for word processing, spreadsheets, databases, and software
- Must be able to type rapidly and accurately enough to successfully produce documents/spreadsheets, communicate via email, or perform data entry as necessary to accomplish the essential functions of the position
- Participates in planning infrastructure improvement projects
- Reviewing engineering drawings and specifications for infrastructure projects
- Reading and interpreting engineering plans and codes, and developing reports and budgets
- Effectively present information and respond to questions from groups of managers, customers, and the public
- Work with mathematical concepts to analyze problems, interpret data and apply to practical situations found in the workplace
- Interaction with Agencies/Entities/Groups: Works with Pueblo staff and leadership, Government Agency Representatives, inspectors, and operations managers on complex engineering and special projects including transportation, drainage, water, and development projects
- Span of control: Responsible for own work, no supervision of staff expectations

- Evaluates infrastructure needs and makes recommendations for construction, rehabilitation, or maintenance projects
- Conducts pre-bid and pre-construction meetings to establish project protocols and compliance with applicable construction standards, and coordinates with staff, design, and inspection teams
- Represents the Pueblo at meetings with Government Agencies, Consulting Engineers, Developers, Contractors, and the Public
- Participates in negotiations of contracts with private developers, contractors, and engineering/design professionals
- Reviews project schedules based on assessment of project design, budget, and other user requests
- Reviews plans and specifications for projects or land development projects to ensure compliance with standards as well as accuracy of cost estimates and other bid document items
- Reviews and oversees progress and quality for construction; interprets design intent, facilitates solutions, and negotiations change settlements
- Maintains and tracks project budget, recommends revisions, and monitors contract amendments
- Coordinates with contractor and other Government entities to ensure contractors and projects have proper permits and licenses

**To apply for the position posted, please apply as follows;**

**Send;**

**Cover Letter**

**Professional Resume**

**To;**

**[humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)**

**Or;**

**Pueblo of Jemez – Attention Human Resources Department**

**PO BOX 100**

**Jemez Pueblo, New Mexico 87024**